



## Check Out ROPs Manually

### Quick Reference Guide

#### Introduction

This document provides the steps necessary for a user to check out ROPs to a location or bar-code user without using a scanner.

#### Steps

##### Search for the ROP in the Database

First, log into CASE and then access the OTHER PROGRAMS module and perform the following:

1. Click the **Click to Launch** link for the BarCode Search menu option (Figure 1).

OTHER PROGRAMS	
Description	Location
BarCode Batch Scanner Upload	<a href="#">Click to Launch</a>
Barcode Search	<a href="#">Click to Launch</a>
eDecisions	<a href="#">Click to Launch</a>
ROP Barcode Printing	<a href="#">Click to Launch</a>

Figure 1

The Barcode Search window opens (Figure 2).

Barcode	
Browse	EOIR
View My Cart	
Please enter an Alien Number, Alien Name or scan Barcode	
<input type="text" value="454545456"/> <input type="button" value="Search"/>	

Figure 2

2. Enter the ROP A-Number into the search field, and click **Search**.

The Barcode Search Results window opens and displays the ROP information if the ROP A-Number is in the database (Figure 3).

The screenshot shows the 'Library Tools' ribbon with several icons: 'Browse', 'Documents', 'Physical Items', 'Create Copy', 'View My Cart', 'View Favorites', 'View Recent', 'Physical Items', 'FileTrail Preferences', and 'Commands on Multiple Physical Items'. The 'Physical Items' tab is selected. Below the ribbon, there is a search bar and fields for 'Alien Number', 'Case/Appeal Date', 'Appeal Filed Date', 'Alien Name', 'Lead Alien Number', and 'TEST, TEST'. A checkbox next to '454-545-456 Removal' is checked. At the bottom, there is a 'Search' button.

Figure 3

##### Add the ROP to My Cart

3. Check the box on the left of the list for the ROP.
4. Click the **Add to My Cart** icon on the ribbon.

The My Cart window opens with the ROP folder listed (Figure 4).

My Cart			
SCAN Bar Code or RFID			
Check Out	Items 1 out of 1		
Check In	<input checked="" type="checkbox"/>	Items	Location
Shelve	<input checked="" type="checkbox"/>	1	In WAS
Pull List			
Print Labels			

Figure 4

**Note:** If assigning a single ROP to the location/user skip to step 10.

##### Add additional ROPs to My Cart

5. Close the My Cart window.
6. On the Barcode Search Results window, enter the ROP A-Number into the search field (Figure 3).
7. Click **Search**.

The search result displays the ROP information if the ROP A-Number is in the database.

8. Check the box on the left of the list for the ROP.
9. Click the **Add to My Cart** icon on the ribbon.



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The My Cart window opens with the ROP folders listed (Figure 5).

The My Cart window displays a list of ROP items. The left sidebar includes options like Check Out, Check In, Shelve, Pull List, Print Labels, and Modify Location. The main area shows 'Items 1 out of 3' with columns for Item, Location, and Remove. Three items are listed:

Item	Location
454-545-458 Removal - ROP 1	In WAS
454-545-457 Removal - ROP 1	In WAS
454-545-456 Removal - ROP 1	In WAS

Figure 5

**Note:** To assign multiple ROPs to the same location/user, complete steps 5 through 9 until all ROPs being assigned are listed in My Cart.

#### Check Out the ROP(s)

10. On the My Cart window, click **Check Out** (Figure 5).

The Check Out window opens with the ROP(s) listed (Figure 6).

The Check Out window displays a list of ROP items. The top section includes fields for Check Out To (Me) and Location (EOIR). The main area shows 'Items 3 out of 3' with columns for Item, Location, and Remove. Three items are listed:

Item	Location
454-545-458 Removal - ROP 1 (7000068914)	In WAS
454-545-457 Removal - ROP 1 (9000068474)	In WAS
454-545-456 Removal - ROP 1 (7000068913)	In WAS

Figure 6

Use the Check Out window drop-down menus to assign the ROP(s) destination.

11. Click the **Location** drop-down menu and select the Location.

12. Click the **Check Out To** drop-down menu and select the recipient of the ROP(s).

**Note:** Verify the location/user selected is correct, if not repeat steps 11 and 12.

**Note:** Unchecking the **Remove from Cart when finished** box (Figure 7) allows you to verify the move in the My Cart window.

13. Click **Check Out** (Figure 7).

The Check Out window shows the recipient as 'Sanborn, Sein' and the location as 'WAS'. The 'Check Out' button is highlighted with a red box. A checkbox for 'Remove from Cart when finished' is present at the bottom.

Figure 7

The Check Out window closes.

**Note:** On the My Cart window, verify the ROP(s) location is the newly assigned location. If not, close and reopen the My Cart window (click **View My Cart** on the Barcode Search Results window ribbon). If the location is still not correct contact the EOIR Helpdesk.

After verification, click **Remove** to delete the ROP(s) from the cart (Figure 8).

The My Cart window shows the three ROP items now listed as 'Out to Sein Sanborn'. The 'Remove' button is highlighted with a red box.

Figure 8

14. Close the My Cart, Barcode Search Results, and Other Programs windows.

15. Log out of CASE.